



**U.S. Probation and Pretrial Services
District of Minnesota**

U.S. Probation Officer

Vacancy Announcement #2016-01

Position Type:	Regular Full-time
Number of Vacancies:	More than one position may be filled from this announcement without further advertising.
Position Location:	Minneapolis, St. Paul or Duluth, Minnesota
Posting Date:	November 20, 2015
Salary Potential:	CL 25 (Step 1 - \$42,718) to CL 28 (Step 61 - \$96,712). Salary is based on educational background and experience in accordance with the Court Personnel System.
Closing Date:	Open until filled. Preference will be given to resumes received by Friday, December 4, 2015 at 5:00 p.m.
Area of Consideration:	Open to all sources

THE DISTRICT

U.S. Probation and Pretrial Services in the District of Minnesota has its headquarters in the U.S. Courthouse located at 300 South Fourth Street, Suite 406, Minneapolis. There are field offices located in Bemidji, Duluth, Fergus Falls, and St. Paul. The Probation and Pretrial Services Office serves the Judicial District of Minnesota which includes 87 counties.

INTRODUCTION

This position is located in the U.S. Probation and Pretrial Services Office, Minneapolis, St. Paul, or Duluth, Minnesota. The U.S. Probation Officer serves in a judiciary law enforcement position and assists in the administration of justice and promotes community safety. The officer gathers information, supervises offenders/defendants,

interacts with collateral agencies, prepares reports, conducts investigations, and presents recommendations to the court. Officer performs duties that may involve general pretrial services and/or probation cases.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Under guidance and direction of a Supervising Probation and Pretrial Services Officer, the incumbent conducts investigations and prepares reports for the court with recommendations, which requires interviewing offenders/defendants and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines, Monographs, and relevant case law. Tracks legal developments, and updates staff and the court.

Under the guidance and direction of a Supervising Probation and Pretrial Services Officer, enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with defendants and offenders. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and similar problems and implements the necessary treatment or violation proceedings, through assessment, monitoring, and counseling.

Schedules and conducts drug use tests and DNA collection of offenders/defendants, following established procedures and protocols. Maintains paper and computerized records of test results. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the court. Maintains detailed written records of case activity.

Investigates and analyzes financial documents and activities and takes appropriate action. Interviews victim(s) and provides victim impact statement to the court. Ensures compliance with Mandatory Victims Restitution Act. Is responsible for enforcement of home confinement conditions ordered by the court.

Under the guidance and direction of a Supervising U.S. Probation Officer, analyzes and resolves disputed issues involving defendants/offenders and presents unresolved issues to the court for resolution. Assess offenders'/defendants' level of risk and develops strategies for controlling and correcting risk management.

Communicates with other organizations and personnel (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders'/defendants' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Discusses violations with Supervising Probation and Pretrial Services Officer. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters, and makes recommendations for disposition.

QUALIFICATIONS

Minimum Qualifications

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of this position is required.

The successful applicant(s) must be mature, responsible, poised, organized, and meticulous. Must possess a positive attitude, integrity, tact, good judgment, initiative, and the ability to work with a wide variety of people with diverse backgrounds. Must be able to meet all Court deadlines and dates.

Preferred Qualifications

A master's degree or current enrollment in a related graduate program is preferred.

Proficiency with Word or similar software. Excellent oral and written communication skills.

Medical Requirements

Prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Physical Requirements

Officers must possess, with or without corrective lenses, good distance vision in a least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant.

Maximum Entry Age

First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

CONDITIONS OF EMPLOYMENT

Candidates selected for interviews will be required to participate in job-related testing as part of the screening process. Final candidates will undergo a background investigation with law enforcement agencies, as well as a check of financial and credit records. Prior to appointment, applicants considered for this position will undergo a full OPM background investigation, finger printing, medical examination, and drug screening. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years. This position is subject to mandatory Electronic Fund Transfer (Direct Deposit) participation for payment of net pay.

The United States Probation and Pretrial Services Office require employees to adhere to a Code of Ethics and Conduct Policy. Applicants must be U.S. citizens or a permanent resident seeking U.S. citizenship. Noncitizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. This position requires completion of a training academy in Charleston, South Carolina.

All final candidates are subject to FBI Fingerprints and background investigation, including criminal history.

BENEFITS

Judiciary employees serve under excepted appointments (not competitive civil service). Federal benefits include paid vacation and sick leave, health insurance, dental and vision insurance, disability and life insurance, long-term care, flexible spending accounts, retirement benefits, and a tax-deferred savings plan (similar to a 401K plan) with employers matching contributions.

APPLICATION PROCESS

Qualified candidates should email resume, cover letter, and Application for Employment (AO78 form) to:

hr-mnprob@mnprob.uscourts.gov

Enter “Application for U.S. Probation Officer Position” in the email Subject line.

All documents should be combined and emailed as one PDF attachment.

All application materials received will be reviewed to identify the best qualified candidates.

The U.S. Probation and Pretrial Services Office reserve the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice. If a subsequent vacancy of the same position becomes available within a reasonable time from the original announcement, the Chief U.S. Probation Officer may select a candidate from the qualified applicants.

An Equal Opportunity Employer